PR612-Response to Request for Quotation Screen

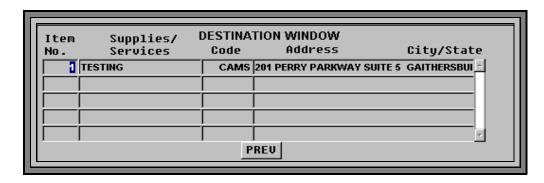|	
Introduction	This procedure describes the steps necessary to access the "Response to Request for Quotation Screen" (PR612) and record a new vendor response.

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
QUOTATION NUMBER	This field displays the system generated quotation number associated with the RFQ.	Derived	System generated	N	Above block 1 on SF-18
AWARDED ?	This check box indicates whether the RFQ response has been flagged for award.	Derived	System generated	N	N
ALL OR NONE	This check box indicates that the specific vendor requires all listed RFQ items to be awarded together.	Optional	Entered by user	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
RFQ NUMBER	This field contains the request for quotation system generated document number. This field holds 20 digits.	Derived	System generated	N	Block 1 on SF-18
HEADER	This field lists whether a header has been attached to this RFQ.	Derived	System generated from PR605	N	N
EDI	This field lists whether the quote was sent out via electronic data interface.	Derived	System generated from PR605	N	Block 3 on SF-18
FOB DESTINATION	This field lists whether the freight is required to be on board or on delivery.	Derived	System generated from PR605	N	Block 8 on SF-18
S. B. SET ASIDE	This field indicates if the only vendors that should be responding to the RFQ are small businesses.	Derived	System generated from PR605	N	Block 12 on SF-18
8(A) SET-ASIDE	This field indicates if the only vendors that should be responding to the RFQ are handicap or other disabled business owners.	Derived	System generated from PR605	N	Block 12 on SF-18
WOMEN-OWNED	This check box indicates whether the responding vendor is a women owned business.	Optional	Entered by user	N	Block 12 on SF-18
8(A) SET-ASIDE	This check box indicates whether the responding vendor is handicap or otherwise disabled business owner.	Optional	Entered by user	N	Block 12 on SF-18
SMALL BUSINESS	This check box indicates whether the responding vendor is a small business.	Optional	Entered by user	N	Block 12 on SF-18
CLOSING DATE	This field displays the last day which procurement needs to wait before flagging a particular response for award.	Derived	System generated from PR605	N	N
DATE ISSUED	This field contains the date that the RFQ was issued. The required format for the field is DD-MON-YYYY, e.g., 31-MAY-1998.	Derived	System generated from PR605	N	Block 11 on SF-18

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
VENDOR NAME	This field displays the vendor responding to the RFQ. Note: If the vendor does not exist in the CFS database, the vendor may be entered by typing in this field. It will then need to be added to the database prior to flagging this vendor for award.	Required. This field contains an LOV.	Valid values are maintained on PM002	N	Block 9 on SF-18
STREET ADDRESS	This field displays the street address of the vendor. This field will populate when a buyer is selected from the "Vendor Name" LOV. Otherwise, the address must be manually entered if the vendor is not in the CFS database.	Derived	Valid values are maintained on PM002	N	Block 9 on SF-18
CITY	This field displays the vendor's city. This field will populate when a buyer is selected from the "Vendor Name" LOV. Otherwise, the city must be manually entered if the vendor is not in the CFS database.	Derived	Valid values are maintained on PM002	N	Block 9 on SF-18
STATE	This field displays the vendor's state. This field will populate when a buyer is selected from the "Vendor Name" LOV. Otherwise, the state must be manually entered if the vendor is not in the CFS database.	Derived	Valid values are maintained on PM002	N	Block 9 on SF-18
ZIP CODE	This field displays the zip code of the vendor. This field will populate when a buyer is selected from the "Vendor Name" LOV. Otherwise, the zip code must be manually entered if the vendor is not in the CFS database.	Derived	Valid values are maintained on PM002	N	Block 9 on SF-18

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
COUNTRY	This field displays the country of the vendor. This field will populate when a buyer is selected from the "Vendor Name" LOV. Otherwise, the address must be manually entered if the vendor is not in the CFS database.	Derived	Valid values are maintained on PM002	N	Block 9 on SF-18
PHONE	This field displays the vendor's phone number. This field will populate when a buyer is selected from the "Vendor Name" LOV. Otherwise, the phone number must be typed if the vendor is not in the CFS database.	Derived	Valid values are maintained on PM002	N	Block 9 on SF-18
CLEAR	This pushbutton clears all vendor information fields.	Derived	System generated	N	N
ISSUED BY	This field contains the contracting office code and address of the buyer who has issued the RFQ.	Derived	System generated from PR605	N	Block 6a on SF-18
FOR INFO. CALL:	This field contains the name and phone number of the buyer who issued the RFQ.	Derived	System generated from PR605	N	Block 6b on SF-18
DESTINATION	This field lists the receiving office code of the RFQ. This is the delivery location for the purchase requisition line items.	Derived	System generated from PR605	N	Block 10 on SF-18
MORE	Selecting this pushbutton advances the user to the "Destination Window" pop-up screen.\n\nNote: Further detail is shown on page 6.	Pushbutton	N/A	N/A	N/A

PR612-Response to Request for Quotation Screen - Destination Window

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            Item      Supplies/   DESTINATION WINDOW
            No.       Services    Code    Address          City/State
            1 TESTING             CAMS 201 PERRY PARKWAY SUITE 5 GAITHERSBUI



                                  PREV
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Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
DESTINATION WINDOW					
ITEM NO.	This field lists the number of the line item.	Derived	System generated from PR605	N	N
SUPPLIES/ SERVICES	This field lists the description for the line item.	Derived	System generated from PR605	N	N
CODE	This field contains the receiving office code.	Derived	System generated from PR605	N	N
ADDRESS	This field contains the street address associated with the selected receiving office.	Derived	System generated from FM030	N	N
CITY/STATE	This field contains the city and state of the receiving office.	Derived	System generated	N	N
PREV	Selecting this pushbutton closes "Destination	Pushbutton	N/A	N/A	N/A

PR612-Response to Request for Quotation Screen - Cont'd

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
TYPE OF QUOTE	This field indicates whether the vendor response is Oral, Written, or EDI.	Required. This field contains an LOV.	Entered by the user	N	N
COMBINED ICON	Selecting this pushbutton allows the user to combine line items. This allows the vendor to identify certain line items that must be awarded together.	Pushbutton	N/A	N/A	N/A
UNCOMBINED ICON	Selecting this pushbutton will undue any combinations made using the combine icon.	Pushbutton	N/A	N/A	N/A
COMBINED SEQUENCE NO.	This field contains the sequence number of any combinations. Combinations are numbered sequentially.	Derived	System generated	N	N
ITEM NO.	This field contains the line item number for the RFQ.	Derived	System generated	N	Block13 on SF-18
SUPPLIES/ SERVICES	This field contains the description of the line item's good or service.	Derived	System generated from PR605	N	Block13 on SF-18
PSC CODE	This field contains the product service code.	Derived. This field contains an LOV.	System generated from PR605	N	Block13 on SF-18
QTY.	This field displays the quantity of the line item requested.	Derived	System generated from PR605	N	Block13 on SF-18
UNIT	This field displays the unit of measure for the line item.	Derived	System generated from PR605	N	Block13 on SF-18
UNIT PRICE	This field displays the vendor's price of the line item.	Required	Entered by the user	N	Block13 on SF-18
AMOUNT	This field contains the total dollar amount for the line item.	Derived	System generated	N	Block13 on SF-18
AWARDED FLAG	This check box indicates whether the line item has been flagged for award.	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
TOTAL:	This field contains the total dollar amount for the vendor's RFQ.	Derived	System generated	N	N
DISCOUNT FOR PROMPT PAYMENT					
10 CALENDAR DAYS (%)	This field displays a percent discount if the vendor receives the payment within 10 calendar days.	Optional	Entered by the user	N	Block 14a on SF-18
20 CALENDAR DAYS (%)	This field displays a percent discount if the vendor receives the payment within 20 calendar days.	Optional	Entered by the user	N	Block 14b on SF-18
30 CALENDAR DAYS (%)	This field displays a percent discount if the vendor receives the payment within 30 calendar days.	Optional	Entered by the user	N	Block 14c on SF-18
CALENDAR DAYS NUMBER	This field is used to set a discount for prompt payment for a length time other than 10, 20, or 30 days.	Optional	Entered by the user	N	N
CALENDAR DAYS PERCENT	This field displays a percent discount if the vendor receives the payment within the Calendar Days Number set amount of days.	Optional	Entered by the user	N	Block 14d on SF-18